

411-MAID Scope of Work

BATHROOM

- Sink cleaned, disinfected, rinsed, and dried
- Tub and/or shower tiles cleaned, rinsed, and dried
- Close shower curtain
- Chrome fixtures cleaned and shined and straightened
- Toilets disinfected inside and out, base and behind
- Countertops cleaned: all items removed and replaced
- Towels folded or rolled and placed on towel rack
- Mirrors cleaned
- Windowsills wiped
- Trash emptied and trash bag replaced
- Corners and baseboards cleaned
- Sweep or Vacuum and wash floor
- Clean doorframes, doorknobs, and light switches
- Replace toilet tissue
- Place dirty cloths in laundry basket
- Top of light fixtures dusted
- Cabinet fronts wiped
- Dust picture frames
- Febreeze area, shut-off lights, close doors

BEDROOM

- Carpets vacuumed
- Sweep and wash floors
- Beds made and Febreze
- Linens changed (if left out)
- Clean countertops: all items removed and replaced
- Dust countertop items: remove and replace
- Loose clothing folded and stored
- Shoes organized and or stored
- Picture frames dusted
- Mirrors cleaned
- Windowsills cleaned
- Doorframes, doorknobs, and light switch cleaned
- Vacuum or sweep under beds (if accessible)
- Trash emptied and trash bag replaced
- Baseboards and corners cleaned
- Lampshades straightened dusted
- Dust window blinds
- Dirty cloths placed in laundry basket
- Febreze area, shut-off lights, close doors

411-MAID Scope of Work

KITCHEN

- ☑ Countertops cleaned: all items removed and replaced
- ☑ Cabinet fronts wiped
- ☑ Dishes hand-washed or by dishwasher
- ☑ Sinks cleaned and dried
- ☑ Sink fixtures cleaned, shined and straightened
- ☑ Floor swept or vacuumed and washed
- ☑ Exterior of major appliances cleaned and shined:
oven, microwave, refrigerator, dishwasher, stovetop
- ☑ Interior major appliances cleaned upon request
- ☑ Small appliances cleaned
- ☑ Windowsills cleaned
- ☑ Baseboards and corners cleaned
- ☑ Doorframes, doorknobs and light switches cleaned
- ☑ Trash emptied and trash bag replaced
- ☑ Clean tables and chairs: top, back, and legs
- ☑ Dust picture frames
- ☑ Organize loose items
- ☑ Febreeze area, shut-off lights, close doors

LIVING ROOM

- ☑ Countertops cleaned: items removed and replaced
- ☑ Furniture wiped
- ☑ Couch Cushions and pillows fluffed and straightened
- ☑ Hardwood or tile floors swept and damp-mopped
- ☑ Carpeted floors vacuumed
- ☑ Baseboards and corners cleaned
- ☑ Cobwebs removed
- ☑ Windowsills cleaned
- ☑ Doorframes, doorknobs and light switches cleaned
- ☑ Glass tables cleaned
- ☑ Mirrors cleaned
- ☑ Windows cleaned
- ☑ Picture frames dusted
- ☑ Lamp shades dusted and straightened

OTHER

- ☑ Hallways floors swept and mopped
- ☑ Stairways floors swept and mopped
- ☑ Stairway railings wiped

411-MAID Scope of Work

Standard Cleaning: Item organizing, dusting and cleaning floors, baseboards, mirrors, windows (interior), under and behind beds, under and behind couches, under and behind dressers, above light fixture, chairs legs, under tables, table legs, inside sinks and tubs, dishes, trash removal

Deep Cleanse (Upon Request): Laundry on-site (wash, dry & fold), refrigerators, microwaves, stove, inside ovens, inside cabinets, inside drawers, balcony, porch, exterior windows, walls

Do Not: antiques, vehicles, television screens, monitor screens, climbing, heavy lifting, human and/or pet feces and urine, outside work i.e., yard work